

**HEADQUARTERS, U.S. ARMY MEDICAL DEPARTMENT CENTER AND SCHOOL
AND FORT SAM HOUSTON**

FORT SAM HOUSTON, TEXAS 78234-5014



BULLETIN

THIS PUBLICATION IS VALID FOR 90 DAYS
SPONSORS ARE RESPONSIBLE FOR KEEPING THEIR FAMILY MEMBERS INFORMED



BULLETIN 45

18 NOV 04

Section I. OFFICIAL

1. Official notices in this bulletin are orders of the command.
2. **DETAILS:** The units listed herein are scheduled for Casualty Notification Officer (CNO) duty on the dates indicated.

CASUALTY NOTIFICATION:

1 Oct 04 to 30 Nov 04—AMEDDC&S

SPECIAL INSTRUCTIONS: Directors/staff section chiefs/commanders will ensure their affected soldiers are notified of changes. The CNO (formerly called Personnel Notification Officer (PNO)) is required to report to the Transition Point, Bldg 2267, on Wed for a briefing prior to going on detail. All SFCs through MAJ are required to notify the Duty Roster Custodian 15 days prior to departing on leave or TDY and 30 days prior to PCS, retirement, or ETS. Personnel scheduled for CNO duty are required to possess a Defensive Driving Course Card and a valid military/civilian driver's permit in order to operate military vehicles in the performance of their duty. Any questions pertaining to these instructions, please contact the Casualty Affairs Office during duty hours, 1-0051/1780. After duty hours contact the AMEDDC&S & FSH Staff Duty, Bldg 367, 1-2810.

3. FSH EQUAL OPPORTUNITY/SEXUAL & HARASSMENT HOTLINE TELEPHONE NUMBER: The AMEDDC&S & FSH Equal Opportunity/Sexual Harassment Hotline number is 5-0647 or DSN 421-0647. The purpose of the hotline is to provide procedural information on the filing of equal opportunity or sexual harassment complaints. The hotline is operational 24 hours a day. Callers may also contact the AMEDDC&S & FSH Equal Opportunity Office at 1-9276, DSN 471-9276, or by fax number 1-1322. The POC is EEO at 1-9276. (MCCS-BEO/1-9276)

4. AUTOMATED OUT-PROCESSING SYSTEM: The Automated Out-Processing System was established to decrease the clearing time and limit soldiers to clearing only those areas they have utilized during their tenure at FSH. Soldiers have a requirement to physically visit or call the Processing Branch at 1-9274, 35 days prior to departure, to schedule their initial appointment (which starts the process working). Soldiers will receive DA Form 137-R, Installation Clearance Record, at their initial briefing. The point of contact is Mr. Agosto, 5-8809. (MCCS-BHR-MI/5-8809)

ARMY COMMUNITY OF EXCELLENCE-----MAKE IT A WAY OF LIFE

5. NEW ENTRANT CONFIDENTIAL FINANCIAL DISCLOSURE REPORT: All commanders and supervisors are required by DOD 5500.7-R Joint Ethics Regulation (JER) to review the job duties of each employee (military or civilian) newly assigned or detailed to a "**covered position**" and promptly report the

AMEDDC&S & FSH BULLETIN 45, Fort Sam Houston, 18 NOV 04

name of the employee to the Ethics Counselor, Office of the Staff Judge Advocate, AMEDDC&S & FSH, ATTN: MCCS-BJA-AL. That employee is required to file a New Entrant Confidential Financial Disclosure Report (OGE Form 450) within thirty days of assuming his or her position. An employee occupies a **“covered position”** when the official responsibilities of the employee require them to participate personally and substantially through decision or exercise of significant judgment in taking official action for contracting or procurement; administering or monitoring grants, subsidies, licenses or other Federally conferred financial or operational benefits; regulating or auditing any non-federal entity; or other activities in which the final decision or action may have a direct and substantial economic impact on the interests of any non-Federal entity. An employee is also required to file an OGE Form 450 when the commander/supervisor determines that the duties and responsibilities of the position require the employee to file such a report to avoid an actual or apparent conflict of interests and to carry out the purpose of any statute, Executive Order, or regulation applicable to or administered by that reporting individual. On notification, the Ethics Counselor will contact the employee and assist him/her in obtaining, completing, and filing the OGE 450. The POC is the Ethics Counselor at 1-2373/0485. (MCCS-BJA-AL/1-2373/0485) 373/0485)

6. UNAUTHORIZED USE/TRESPASSING IN BLDGS 1000, 2371, AND 2372: In June 2001, Fort Sam Houston entered into a 50-year lease with a private developer, Orion Partners, Inc. for the renovation and reuse of the old Brooke Army Medical Center (BAMC), Bldg 1000, and the south and north wings of the Beach Pavilion Complex, Bldgs 2371 and 2372. These facilities are under the sole care of Orion Partners, Inc. and as such, **entry into these facilities or use of the adjacent parking areas is prohibited.** Questions concerning these facilities may be addressed to the USAG Business Development Office, 1-2761. (MCCS-BBD/1-2761)

7. NEW HOURS OF OPERATION FOR LEGAL ASSISTANCE: Beginning on 1 April 2003, the Fort Sam Houston Legal Assistance Office located in Bldg 134 on Stanley Road will be available for walk in consultations with an attorney from 0900–1100, Monday, Thursday, and Friday. Active duty personnel **in uniform** will have priority. Walk-in wills service will be provided on Wednesdays starting in the mornings from 0900-1100 and continuing in the afternoon from 1330–1530. Scheduled appointments are available one week in advance based on the availability of attorneys' schedules. Notary service and power of attorney services are available from 0800–1600, Monday through Friday. THE ABOVE HOURS ARE SUBJECT TO CHANGE DUE TO MISSION REQUIREMENTS. For further information, please call 1-2353/2282.

8. LEVEL 1 SUBVERSION AND ESPIONAGE DIRECTED AGAINST THE U.S. ARMY (SAEDA) TRAINING: IAW Army Regulation 380-5, Department of the Army Information Security Program and Army Regulation 381-12, SAEDA, all Department of the Army (DA) personnel, military, and civilian, regardless of clearance and/or access level held will receive SAEDA training at least biennially. The new scheduled dates for the Level 1 SAEDA Training for the new year are listed as follows. Scheduled dates are subject to change due to availability of instructor or mission requirements. All training will last approximately 2.5 hours. Training will be held in Blesse Auditorium (building 2841). The purpose of publishing this schedule is to allow DOD personnel to arrange their work or personal schedules in order to attend one of the SAEDA Sessions. The Army Medical Department Center and School Security Office will be offering this training on the following dates:

11 Jan 05	0900-1000	Blesse Auditorium
02 Mar 05	0900-1000	Blesse Auditorium
04 May 05	0900-1000	Blesse Auditorium
13 Jul 05	0900-1000	Blesse Auditorium

AMEDDC&S & FSH BULLETIN 45, Fort Sam Houston, 18 Nov 04

28 Sep 05 0900-1000 Blesse Auditorium

The POC for this information is Mr. Lewis, 1-8200/8199. (MCCS-GSO/1-8200/8199)

9. OFFICER CANDIDATES SCHOOL (OCS) : PERSCOM has announced only one date for next years OCS selection boards. All interested soldiers must complete application packets and send them to the Personnel Management Branch by the application suspense date as indicated below. Additional OCS board dates, if scheduled will be published locally when announced by HQ PERS. OCS suspense dates for FY 2005 is as follows:

<u>Application Suspense</u>	<u>Local Interview Date</u>
1 December 2004	8 December 2004

For complete information and OCS application packet, contact Mr. Gaines, Personnel Management Branch, Bldg 2263, room 216, telephone 221-1839. (MCCS-BHR-MM/1-1839)

10. FORT SAM HOUSTON NEWCOMERS' EXTRAVAGANZA: MANDATORY Newcomers' Extravaganza for all permanent party in-processing soldiers, LTC and below, within 60 days of their arrival. The next Newcomers' Extravaganza is scheduled at 0900 on 30 November 2004 at the Roadrunner Community Center. Everyone—soldiers, civilians, and family members—will have an opportunity to learn about Fort Sam Houston and San Antonio and participate in drawings, registrations, and social activities. This Extravaganza is the official "Newcomers" Orientation" for Fort Sam Houston. Commanders and supervisors are encouraged to allow soldiers and civilian employees administrative time to attend. Children are welcome at the Extravaganza. For additional information, call the Army Community Service Relocation Program at 221-2705/2418.

11. ETHICS TRAINING: The Acting Secretary of the Army has directed that all Army personnel (military and civilian) receive one hour of face-to-face ethics training annually. This supersedes the historical requirement that only SF278 and OGE 450 filers are required to receive ethics training. The Commander, AMEDDC&S & FSH, has directed that its personnel attend one of the following scheduled ethics classes. All classes will be taught in Evans Theatre, Bldg 1396. Questions may be directed to the Administrative and Civil Law Division, Office of the Staff Judge Advocate, AMEDDC&S & FSH at 221-2373/0485.

<u>Date</u>	<u>Start Time</u>	<u>End Time</u>
17 November 2004	0930	1030
1 December 2004	0930	1030
15 December 2004	1330	1430

12. ANTITERRORISM (AT) AWARENESS--SUSPICIOUS PACKAGES:

What to look for...

Strange place - possibly mailed from foreign country
Unknown/unusual sender, unusual markings
Postmark and return address different or no return address
Excessive postage
Marked "Confidential, For Eyes Only, Personal for" receiver
Addressed to title only or wrong title with name
Hand addressed - incorrect spelling, rank, title
Abnormal or unusual size
Oily stains, discolorations
Oddly protruding wires or strings

AMEDDC&S & FSH BULLETIN 45, Fort Sam Houston, 18 NOV 04

Unusually heavy or light, rigid or bulky
Lopsided or unevenly balanced – bumps or lumps
Unduly wrapped or sealed, excessive tape or string
Peculiar smell (shoe polish or almonds)

What to do...

Treat with care - don't shake or bump
Isolate, if possible, and look for indicators
Do not cut tape, strips, or wrapping
Do not open, smell, or taste
Treat it as suspect

- If a parcel is open and/or a threat is identified -

Suspected bomb...

Immediately notify supervisor and Military Police or 911 (Off-Post)
Evacuate

Suspected radiological threat...

Limit exposure - don't handle
Shield yourself from object
Evacuate the area - get distance
Immediately notify supervisor and Military Police or 911 (Off-Post)

Suspected biological or chemical threat...

Isolate - don't handle
Immediately notify supervisor and Military Police or 911 (Off-Post)
Wash hands with soap and warm water

POC is Terri Stover, FSH Antiterrorism Office, 295-0535

13. SPONSORSHIP PROGRAM: The Sponsorship Program helps commanders exercise their basic responsibility for assisting soldiers, civilians employees, and families successfully relocate into and out of their commands IAW AR 600-8-8. Army Community Service (ACS) conducts quarterly Sponsorship Trainings to assist commanders and leaders at all levels to have soldiers well-trained and ready to perform the duties of a sponsor. The sponsor will receive helpful hints, step-by-step instructions, and practical advice. Other topics include:

- Up-to-date relocation information.
- Information on writing sponsorship letters.
- Information on assisting the soldier and family members settle into the new community,
- A video tape about the Sponsorship Program.
- "If you want to make a difference, this training is for you."

The Sponsorship Training is scheduled for 18 November 2004, 1400-1500, at the Roadrunner Community Center, Bldg 2797. For reservations, please call the ACS/Relocation Program Manager, 221-2418. Army Community Service can also conduct Sponsorship Training at your unit upon request. For more information contact Alicia Tyson at 221-2418.

14. APPLIED SUICIDE INTERVENTION SKILLS TRAINING (ASIST): Have you ever wondered how to talk someone out of suicide? Do you wish you had a "Suicide First Aid Course" you could take? If you have answered "yes" to any questions, this 2-day course is for you. ASIST is designed to help all caregivers become more ready, willing, and able to help persons at risk. Suicide can be prevented through the actions of prepared caregivers. Just as "CPR" skills make physical first aid possible, training

AMEDDC&S & FSH BULLETIN 45, Fort Sam Houston, 18 Nov 04

in suicide intervention develops the skills used in suicide first aid. ASIST is a 2-day intensive, interactive and practice-dominated course designed to help caregivers recognize risk and learn how to intervene to prevent the immediate risk of suicide. The workshop is for all caregivers (any person in a position of trust). This includes professionals, paraprofessionals, FRG leaders, etc. It is suitable for mental health professionals, nurses, physicians, teachers, counselors, youth workers, police and correctional staff, school support staff, clergy, and community volunteers.

COURSE DATES:

13-14 December
20-21 January 05

POINTS OF CONTACT:

Task Force Guardian Chaplain Office (210)221-0309
Academy Battalion Chaplain Office at (210)221-1753
Protestant Religious Education Office at (210)221-5428

Register soon, because seating is limited. You can register now at www.cs.amedd.army.mil/chaplain/suicide

15. FORT SAM HOUSTON COMMISSARY CLOSURE: The Fort Sam Houston Commissary will be closed on Thanksgiving Day, 25 November 2004. The POC for this information is Ms. Boyd, 221-4678.

16. MISSION THANKSGIVING 2004: Celebrate this great American Holiday with some great Americans—our sons and daughters in uniform. If you want to open your home to two of Fort Sam Houston's trainee soldiers for Thanksgiving Day, please call 221-3390 or 4362 before 17 November 2004.

UNOFFICIAL SECTION II

17. TEAKWOOD JACUZZI "HOT TUB" FOR SALE: Seats four, is in mint condition, 2 speeds with vinyl top. Original price was \$3,300, asking price is \$1,400. Please contact COL or Mrs. Woolridge at 826-3830. or cell number 288-3211. (2/3)

18. OAK BOOKCASES FOR SALE: 2 Oak bookcases that are 83" tall and 33" wide, with adjustable shelves. Asking price is \$200 for both bookcases. Please contact COL or Mrs. Woolridge at 826-3830 or cell number 288-3211. (2/3)

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